



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

Legislative File No: 2022-0474

**TO:** Mayor and City Council Members  
**FROM:** Bill Fritz, P.E., Director Department of Public Services  
**DATE:** November 14, 2022  
**SUBJECT:** Increase to Blanket Purchase Order for Automotive Fluids

**REQUEST:**

City Council is requested to authorize an increase to the blanket purchase order for Automotive Fluids in the amount of \$2,000 for a new not-to-exceed amount of \$27,000 through October 25, 2022 to Rowleys Wholesale, Bay City, MI.

**REASON FOR PURCHASE:**

The City of Farmington Hills on behalf of themselves and the City of Rochester Hills issued a Request for Proposals utilizing the MITN system. The award was under the threshold for City Council approval and a blanket purchase order was issued for a one-year term for an amount not to exceed \$25,000. This contract includes various lubricants, transmission fluid, DEF and anti-freeze used by DPS Fleet.

However, the cost of products has increased from the prior contract along with the City's usage. These increases has resulted in additional funding needed to be added to the blanket in order to pay the charges when they are billed and will require City Council approval to increase the blanket.

**PROCESS:**

**Vendor Name and Address:**

Rowleys Wholesale  
3604 Wilder Road  
Bay City, MI 48706

**Reason for Selection:**

Cooperative Contract/Best Value

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2022 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Fleet	661.938000	Maintenance: Vehicle	\$30,000	\$27,000	\$3,000

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the blanket purchase order for Automotive Fluids in the amount of \$2,000 for a new not-to-exceed amount of \$27,000 through October 25, 2022 to Rowleys Wholesale, Bay City, MI.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney       Yes       N/A